

Office of General Counsel

16 September 1958

ATTN : [] Administrative Assistant,

Chief, Records Management Staff

Audit of Records Management Program

1. Attached is a revised Records Control Schedule covering the records of the Legislative Counsel. The schedule was prepared as a result of an audit of the Records Management Program made by Miss [] of this Staff. It contains the changes required to reflect the transfer of the functions to your staff and to bring the schedule up to a current basis. The Schedule also supersedes the previous schedule (12.03-56) dated June 1956.

2. Several significant phases pertinent to a progressive records management program were accomplished during this survey. With the able assistance of [] the files were consolidated and revamped. Several groups of files were cut off by dates and brought together under a single subject file system, three feet of records were destroyed, three cubic feet of records were transferred to the Records Center, and approximately 20 feet of reference publications were transferred to the OCR/Library. In addition, the double pressboard folders were replaced with the standard type kraft folders which further reduced the filing space required to house the records. Although the total volume of records is small (46 cubic feet), the Staff will find that the systematic application of the disposition instructions agreed upon in the Records Control Schedule will result in greater efficiency in operations and in the maintenance of the records on a current basis.

3. The transfer to OCR/Library of the function of obtaining and distributing congressional publications is a commendable contribution to an effective and successful records management program. This action enabled the staff to transfer approximately 20 feet of legislative publications to the Library and to remove eight bookshelves and a conference table from an overcrowded working area. It also had the effect of releasing to the Library a function which is normally performed by the Library for other offices in the Agency.

4. I wish to thank [] for her competent assistance during the course of the survey. With her continuing cooperation

AT we feel sure that an effective records management program will be maintained in the Office of the Legislative Counsel. Miss [] will be available at any time to advise and assist in implementing your program.



Enclosures:
RC Schedules (2)

STA

32-57

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

GENERAL COUNSEL

*and
Legislative Counsel*



RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 32-57 for the Office
of the General Counsel is approved and authority hereby
given to implement the disposition instructions contained
thereon.

Preparation and Review:

AT

[Redacted Signature Box]

30 Sept 57

AT

[Redacted Signature Box]

Chief, Records Disposition Branch

Date

2 Oct 1957

ST

[Redacted Signature Box]

Chief, Records Management
Staff

Date

30 Oct 1957

ITEM CHANGES
on new Schedule

Office of the Chief

Old schedule New schedule

Item 1	-	1a
		b new item
2	-	2
3	deleted	* see item 12-2
4		4
5	-	5
6	-	6
7a		
b	-	7
8	-	8
9	-	9
10	-	10
11	-	11
12	-	12
12-1	-	13
12-2	-	3

Equipment in the Office
of the Chief GC.

12 legal safes
1 Mosler safe
1 4-dr cabinet

Branch Office
previously shown as Covert Branch

<u>Old Schedule</u>			<u>New Schedule</u>
Item 24		now	Item 14
25		"	15
26		"	deleted
27		"	16
28		"	17
29		"	18
30		"	19
31		"	20

The Staff of the
Legislative Counsel was transferred to
the General Counsel 9 Sept 1957. The
Records Control Schedule for Legislative
Counsel will be revised and added to the
schedule for the General Counsel.

RD,

RD 30 Sept 57

REAPPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000100100002-0

SECRET

SCHEDULE NO.

32-57

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF THE GENERAL COUNSEL

DATE

9/24/57

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>OFFICE SUBJECT FILE</p> <p>Consists of correspondence, reports and other papers which document opinions and decisions relating to legal matters in connection with the official business of the Agency, proposed and existing legislation affecting Agency activities, and the interpretations of Public Laws, Executive Orders, and other regulatory issuances as they pertain to CIA. Also included in the file are records which document the establishment, operation and the administrative functions of the office. Filed by subject in accordance with Subject file manual.</p> <p>(1954 to date)</p> <p>a. Substantive and documentary records.</p> <p>b. Administrative and housekeeping records.</p>	<p>11.8</p> <p>1.6</p>	<p>Permanent. Disposal not authorized. Cut off every third year; transfer to the Records Center 3 years after.</p> <p>Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.</p>
2	<p>PRECEDENT FILE (LEGAL DECISIONS)</p> <p>Copies of legal decisions which establish a precedent for future determinations and copies of selected legal opinions rendered by the Staff. Filed alphabetically by subject.</p> <p>(1947 to date)</p>	<p>2.0</p>	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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3	<p>PROPOSED REGULATIONS</p> <p>Copies of proposed regulations received from Regulations Control Staff for comment and retained for reference purposes. Filed chronologically <i>by Regulation number</i>. (Current)</p>	2.0	Temporary. Destroy after one year. Place in inactive file when regulation is published. Destroy after one year.
4	<p>CONVENIENCE FILE (Reading)</p> <p>Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1954 to date) (1957)</p>	1.4 1.8	Temporary. Disposal not authorized at this time. Cut-off at end of each year; transfer to the Records Center when three years old.
5	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of Form OF-4b, Employee Record Card, used in the immediate supervision of the personnel of the Office. Cards record personnel actions, training courses attended, and other information necessary in the direct supervision of the personnel. Filed alphabetically by surname. (Current)</p>	.1	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer, forward to gaining office.
6	<p>LIAISON CONTACT FILE</p> <p>Consists of lists of individuals who have received security clearance to serve as contacts with the Office. Correspondence pertaining to the Individuals and their clearance is filed in the "Office Subject File" (item 1).</p> <p>a. List covering individuals in Government Agencies, and commercial firms. Arranged by the agency or organization (Current)</p>	.2	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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9	MAIL LOG (continued) b. Secret and below	.1	Temporary. Destroy after one year. Cut off at end of each calendar year; destroy one year thereafter.
10	COURIER'S CLASSIFIED MAIL RECEIPTS Consists of the office copy of Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (Current)	.1	Temporary. Destroy ^{after 3 months} when 1 year old (Cut off at end of each year; destroy 1 year thereafter.) <i>R.D./58</i> <i>11/11/58</i>
11	LIBRARY MATERIAL Consists of bound copies of legal books maintained for reference purposes.	480	Temporary. Return to Library when no longer needed for reference purposes.
12	REFERENCE PUBLICATIONS FILE Consists of copies of CIA Regulations and Notices, OSO and Clandestine Services Regulations, NSC Directives, and Federal Register. Filed by type of issuance.	5.6	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
13	CABLE FILE Information copies of incoming and outgoing cables which are retained for reference purposes. Filed chronologically.	.2	Temporary. Destroy when 6 months old.
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SECRET

SCHEDULE NO.

37A000100100002-0

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of the General Counsel - Branch Office

SIGNATURE

TITLE

DATE

Admin Officer 9/24/51

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
14	BRANCH SUBJECT FILE Consists of correspondence, reports and related form records which document the legal aspects of covert projects and activities. Filed alphabetically by subject. (1951 to date)	4.0	Permanent. Disposal not authorized (Cut off at the end of every 3rd year; transfer to Records Center 3 years thereafter.)
15	PROJECT FILE Consists of correspondence, reports, and related form records which document the legal aspects of specific covert projects. Includes the administrative plan, copies of contracts, and legal opinions. Filed alphabetically by project name.	14.0	Permanent. Disposal not authorized (Place in inactive file when project is completed or discontinued; cut off inactive file at end of each year and transfer to Records Center 1 year thereafter.)
16	CONVENIENCE FILE (Reading) Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically. (1951 to date) <i>Discontinued Jan 1960.</i>	3.0	Temporary. Disposal not authorized. (Cut off at end of each year; transfer to Records Center when 3 years old.)
17	LIBRARY MATERIAL Consists of legal books maintained as a ready reference.	52.0	Temporary. Return to the OGC library when no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
18	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of copies of CIA Regulations and Notices, OPC, OSO, and Clandestine Regulations. Filed by type of issuance.</p>	2.0	Temporary. Destroy when superseded or obsolete, or no longer needed for reference purposes.
19	<p>MAIL LOG</p> <p>Record of all classified material received and dispatched by the office. Maintained primarily for security purposes. Filed chronologically. (1956-1957)</p>	.1	Temporary. Destroy when 1 year old. (Cut off at the end of each year; destroy 1 year thereafter.)
20	<p>COURIER'S CLASSIFIED MAIL RECEIPTS</p> <p>Consists of the office copy of Form 35-16 Courier's Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Filed chronologically. (1956-1957)</p>	.2	Temporary. Destroy ^{after 3 months} when 1 year old . (Cut off at the end of each year; destroy 1 year thereafter.) <i>RD 7/11/58</i>
21	<p>TAX FILE</p> <p>Consists of memoranda copies of legal advice or assistance rendered on individual tax problems. Filed alphabetically. (1951 to date)</p>	2.0	Temporary. Destroy after 16 years. Cut off at end of each year. Retain in current files area for three years then transfer to the Records Center on an annual basis.

SECRET

Legislative Counsel was transferred from the Office of the Inspector General to the General Counsel on 9 September 1957. The following changes in schedule and item numbers resulted:

Old Schedule
12.03-56

New Schedule
32.58.1

Item number

Item Number

5	1c
6	1a
7	1b
8	2
	3 new item (removed from subject file # 5)
9 (made part of # 1c)	
10	4
	5 new item
11	7
12	6
	8 new item

Equipment

Records

5 legal safes
8 bookshelves

Permanent	10.6 cu ft
Temporary	11.3
Publications,	<u>24.0</u>
bills, laws,	45.9

9-17-58

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 32-58.1) for the Legislative Counsel is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

Approved:

X1

Management Analyst

25X

Chief, Records Management
Staff

X1

Chief, Records Disposition
Branch

17 Sept 1958
Date

15 Sept 1958
Date

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RECORDS CONTROL SCHEDULE 1
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SCHEDULE NO.
 25-58-3

OFFICE, DIVISION, BRANCH

DDS GENERAL COUNSEL LEGISLATIVE COUNSEL

Sept 58

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>Subject File</p> <p>Consists of correspondence, memorandum, reports and other papers pertaining to legislation affecting the Agency, liaison activities with members of Congress and the various Congressional Committees, and papers which accumulate in conducting daily operations. The files contain House and Senate Bills, Reports, and Resolutions; hearings and testimony on legislative programs of interest to the Agency together with related correspondence and comments. Also included in the file are journals of daily events and staff activities, briefing material used by the DCI in his contacts and meetings with Congressional Committees, and other material which reflects procedures, plans, programs and administration of daily activities. Filed according to Agency Subject File. (1956-58)</p> <p>a. Congressional Committee Files</p> <p>b. Legislation File.</p> <p>c. All other.</p>	9.2	<p>Permanent. Disposal not authorized. Transfer inactive files to the Records Center as indicated below.</p> <p>Cut off at the end of each Congress and retire to the Records Center at the end of the calendar year.</p> <p>Cut off at the end of each Congress and transfer to the Records Center all files which are inactive or no longer of interest to the Staff</p> <p>Cut off file at the end of each Congress, transfer to the Records Center two years thereafter.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100100002-0</p> <p style="text-align: center;">CONFIDENTIAL</p>			
2	<p>Chrono File (Reading)</p> <p>Extra copies of outgoing correspondence maintained for convenience of reference. Filed chronologically.</p> <p>(1956-58) - (1951 to date)</p>	.4	<p>Temporary. Destroy after 2 years. Cut off at the end of each year; destroy two years later.</p>
3	<p>Members of Congress File</p> <p>Individual case files maintained on each member of Congress. Consists of correspondence pertaining to employment of individuals sponsored by Congressmen, reports of liaison activities with members of Congress, and other papers relating to activities of members of Congress which may be of interest to the Staff.</p> <p>(1947-58 to date)</p>	8.0 6.0	<p>Temporary. Destroy after 10 years. Screen at the beginning of each Congress and remove folders for those members whose terms have expired. Transfer to the Records Center; destroy after 10 years.</p>
4	<p>Congressional Liaison Record File</p> <p>Consists of a 5 x 8 card record containing a summarized account of number and nature of contacts with members of Congress. To be used for statistical purposes and as a reference file. Filed chronologically.</p>	.1	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
5	<p>Legislation Files</p> <p>a. CIA Legislation. This file brings together all CIA legislation prior to its enactment into law. It contains proposed amendments to certain CIA Bills, background information and comments relating thereto. The file provides a convenient reference to new and proposed legislation affecting the Agency and serves as a working file for the Staff. Filed according to legislation.</p> <p>(1950 to date)</p>	1.4	<p>Permanent. Disposal not authorized. After bill is enacted into law transfer and incorporate correspondence, comments, and pertinent background material into the subject file (item 3) and destroy remaining working papers and duplicate material.</p> <p><i>Retain in current files and transfer to Records Center for historical research purposes.</i></p>
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100100002-0</p> <p style="text-align: center;">CONFIDENTIAL</p>			

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	<p>b. Other Legislation. These are copies of all current House and Senate Bills which may be of interest to the Agency. They are maintained for convenience of reference for the Staff. Filed according to category and numerically thereunder. (Current)</p>	3.0	Temporary. Destroy at the end of each Congress
	<p>c. Congressional Record. Consists of copies of the proceedings and debates, minutes of meetings of the Congress. Maintained for reference purposes. (Current)</p>	4.6 3.0	Temporary. Destroy at the end of each calendar year.
6	<p>Reference Publications</p> <p>These are extra copies of Congressional Reports, Bills, and Hearings, volumes of the U.S. Code, Congressional Index, Congressional Directories, and The Congressional and Administrative News. Maintained for reference purposes.</p>	18. 24.0	Temporary. Destroy when superseded or no longer needed for reference purposes.
7	<p>Publications Control Card</p> <p>Consists of a 5 x 8 card file on publications in which various components are interested. The publication title and document number are recorded together with the distribution list. Cards serve as a distribution control as well as an index to the publications which are maintained by the staff for reference purposes.</p>	.5	Temporary. Destroy when obsolete or superseded.

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